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**STATE LAW** MCLA 400.234 - 400.235

**REGULATION** 45 CFR 303.3

Federal regulations require State Parent Locator Services (PLS) to use appropriate state agencies and departments as location resources. Those resources must include departments which “maintain records of public assistance, employment and wages, unemployment insurance, income taxation, driver’s licenses, vehicle registration and criminal records”. State law requires Michigan governmental departments, boards, commissions, bureaus and agencies, as well as private agencies, to provide information upon request of the Office of Child Support to assist in locating individuals. Information obtained by OCS is used and disclosed for purposes of administering, enforcing and complying with state and federal laws governing child support.

This chapter describes records available from state resources utilized by the State PLS to locate individuals in IV-D cases. Facsimiles and explanations of reports obtained from state resources are provided in the exhibits at the end of this chapter and in Chapter 345. Refer to Chapter 330 for criteria on submitting State PLS search requests.

**Note:** The format of the results you receive will depend on whether your county is a CSES site. CSES counties receive results via CSES and are notified when results are available. Other counties receive either hard copy or tape results depending on the method of submission.

**CORRECTIONS  
DEPARTMENT**

The Department of Corrections (DOC) provides information on individuals currently incarcerated in, or paroled from, state correctional facilities. The State PLS utilizes DOC records as a resource upon request in special searches.

For current inmates, the DOC provides the name and address of the state correctional facility where the individual is housed and his/her DOC identification number. For parolees, the address of the parole officer and the parolee's DOC identification number are provided. Include the identification number of the inmate or parolee in any correspondence directed to the DOC. DOC information is stored in the Data Warehouse and access is described in the MiCSES Common Information Guide. If you have no access to the Data Warehouse, use the FIA-308 for this information.

**DEPARTMENT OF  
COMMUNITY  
HEALTH**

The Office of the State Registrar of the Department of Community Health maintains records of births, deaths, and marriages in the state. Vital records are utilized in SSN and special searches.

Birth records maintained by the State Registrar's office contain the social security numbers of the legal parents of children born since 1974. The State PLS utilizes the Registrar's office to obtain a payer's SSN when the child's name, place of birth in Michigan, approximate date of birth and parents' names are available.

Records of an individual's birth and/or marriage in Michigan contain the name of his/her father and mother's maiden name. That information is utilized by the Social Security Administration (SSA) to find SSNs. As necessary, the State PLS obtains verification of the individual's birth or marriage to permit utilization of SSA records available through the Federal PLS.

In addition, records of birth, marriage and death are obtained upon request in special searches. The Registrar's office in Michigan (and agencies maintaining vital records in other states) will verify the date and place of an individual's birth, marriage and death.

Copies of Affidavits of Parentage stored at the DCH also contain parents' SSNs.

Corrected or new payer information obtained by the State PLS from vital records is reported on the FIA-308 or via CSES. Upon confirmation of the death of a payer, the State PLS terminates location activities.

## **FAMILY INDEPENDENCE AGENCY**

The Family Independence Agency maintains an automated Client Information System (CIS) containing records on assistance applicants and current and former recipients of assistance. Those records include residence addresses, social security numbers and dates of birth of FIA customers.

Searches of active CIS records are conducted by tape match in Standard and Special Search Requests based on the individual's social security number. When a match occurs, results are reported on the OC580, Absent Parent CIS Match, as described in Exhibit 3.

CIS records are also searched by VDT file clearance on Special Requests. File clearances are completed in SSN searches and upon request in Special Searches when a record of the individual was not obtained using the tape match. VDT clearance results are reported on the FIA-308 as follows:

- Inactive - The individual is a past recipient of assistance. The FIA case number, the address on file for the inactive case, and the date the case became inactive are reported in Item 37 of the FIA-308.
- No Record - There is no record of the individual payer applying for or receiving assistance.
- Active - The individual currently receives assistance. His/her residence address, the FIA case number, assistance program code, and two-digit code of the county in which the assistance case is active are reported in Item 37. County codes are listed in Appendix A of Section 4000.
- Reg. (Registration) Pending - The individual has applied for assistance. His/her residence address, the FIA case number, assistance program code, and two-digit code of the county in which the assistance application is registered are reported in Item 37. County codes are listed in Appendix A.

The payer's date of birth and/or social security number from CIS records may also be listed in Item 37 of the FIA-308.

Assistance program codes are as follows:

- PA (C) - Family Independence Program (FIP)
- PA (MA) - Medical Assistance (Includes programs M,N,O,P,Q,L,A,B,EJ)
- PA (R) - Repatriate Assistance Program
- FS - Food Stamps
- CC - Crippled Children
- SH - Special Hospitalization
- SV - Services

## LABOR DEPARTMENT

### Michigan Employment Security Agency

The Michigan Employment Security Agency of the Labor Department (MDL) maintains wage reporting and unemployment insurance (UI) records. Wage records contain employer addresses and quarterly wage

amounts. UI records contain residence addresses of claimants and benefit information.

The State PLS obtains wage and claim records through the Absent Parent/Labor Department (APL) File Match System. The APL System is utilized as a resource in Standard Search Requests and Special Searches when the State PLS finds an SSN. Refer to Chapter 345 for descriptions of the APL System and wage claim reports.

### **Workers' Disability Compensation Bureau**

The MDL Workers' Compensation Bureau maintains records of claims for worker compensation resulting from work related illness or injury. Compensation payable to injured employees under the Workers' Disability Compensation Act includes weekly benefits, accrued weekly benefits, and payment of medical and travel expenses. Workers have rights to hearings to contest negative determinations on claims for compensation. When a negative determination is reversed, a worker may receive a lump sum benefit payment.

The State PLS receives reports of **contested** workers' compensation claims. Records are maintained on magnetic tape and matched against tapes of Standard Search Requests and tax offset submissions based solely on social security number. When a match occurs, the results are reported on Report OC-590, Workers' Compensation Match and OC-610 for matches against the tax offset file. A facsimile and description of the reports are provided in Exhibit 4. Since matches are not edited based on names, review the report for name discrepancies. Contact the Workers' Compensation Bureau directly to obtain additional information on the status of contested claims.

Records of uncontested claims are not currently available.

### **SECRETARY OF STATE**

The Secretary of State issues and maintains records of Michigan driver licenses and personal identifications. Records contain residence addresses, dates of birth, the license or ID number and dates of issuance and expiration. Personal ID records also include a physical description of the individual.

The State PLS has access to Secretary of State records via computer terminal. Searches are conducted based on name and date of birth. The driver license file is searched first to obtain a record on the payer. If no record is found in the license file, a search of the personal identification file is completed. Search results are reported on a printout. A facsimile and description of a license/identification record are provided in Exhibit 1 at the end of this Chapter.

The Secretary of State also issues and maintains records of vehicle registrations which contain owner addresses. Vehicle registrations are renewed annually on or before the owner's birthdate. When a search of

vehicle registration records is requested, provide the license plate number of the individual's vehicle.

## **STATE DIRECTORY OF NEW HIRES**

Section 453A of the Social Security Act, as amended, requires each State to establish a State Directory of New Hires (SDNH). Employers are mandated by law to report any person hired to the State Directory of New Hires with the W-4 information. The Data Warehouse is where this information resides in Michigan. You may search this data base by name or SSN. Results are readily available for viewing. If you do not have accessibility to the Data Warehouse, a request may be made via the FIA-308 (Locate Services Request).

## **TREASURY DEPARTMENT**

The Department of Treasury maintains records of state income tax returns. Microfiche and VDT screen records contain taxpayer addresses.

Treasury provides the State PLS with microfiche records containing location information from Michigan income tax returns. The State PLS has a library of microfiche records dating back to 1974. Records are in alphabetic order by taxpayer name and contain the address and social security number as it appears on the tax return as well as the name of the spouse on joint returns. The State PLS utilizes microfiche records in SSN and Special Searches. Records are searched for the year(s) of a payer's residence in Michigan as specified on the locating request. Information from the tax return is reported on form FIA-3687, Income Tax Record. A facsimile of the FIA-3687 and description are provided in Exhibit 2 at the end of this Chapter.